



City of Alpharetta

# Residential Building Permit Applications & Forms

Revised January 1, 2012

## NOTICE

This document is a summary of various federal, state, county, and city building construction laws and the rules and regulations. The information within is not all inclusive, nor is it designed to be, but rather presents a general overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a residential construction project in the City.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word "he" also means "she." The words "shall" or "must" are always mandatory. The words "may" or "can" are permissive. The word "and" indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met. The word "structure" means anything that is built and includes the word "building." The word "person" means any individual, corporation, association, firm, partnership or other legal entity. The word "permit" means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

If any section, subsection, sentence, clause, or phrase of this document is for any reason held to be unconstitutional, such decision shall not effect the validity of the remaining portions of this document.

As a public service, this document may be accessed and downloaded free of charge at:

[www.alpharetta.ga.us](http://www.alpharetta.ga.us)

## INDEX OF APPLICATION & FORMS

The following forms are to be used when conducting business with the City of Alpharetta Building Inspection Division:

Page 4	<b>Water Conservation Residential Fixture Schedule</b> To be used when submitting Water Conservation report.
Page 5	<b>Affidavit – Compliance with Georgia State Energy Code for Buildings</b> May be submitted with the building permit application as one allowable method to demonstrate Energy Code Compliance.
Page 6	<b>Alpharetta Energy Code Compliance Tables</b> To be used when preparing an Energy Code Compliance Report.
Page 7	<b>IECC Builder Checklist</b> To aid in preparing the Energy Compliance Report.
Page 8	<b>Alpharetta Energy Code Compliance Certificate</b> To be posted near the electrical panel or air handler at final inspection. Must be filled in completely and signed by the mechanical engineer or HVAC contractor.
Page 9	<b>Energy Code Compliance Certificate (Example)</b> A completed example of the form above.
Page 10	<b>Building Permit &amp; Plan Log-in Check off Form (Residential)</b> To be filled in completely and submitted by persons applying for a residential building permit.
Page 11	<b>New Construction Building Permit Application Form (Residential)</b> To be submitted by contractors or property owners applying for a permit for a new residential structure or addition.
Page 12	<b>Interior Remodel &amp; Basement Finish Permit Application Form (Residential)</b> To be submitted by contractors or property owners applying to finish a basement, or applying to remodel a kitchen, bathroom, or other interior space.
Page 13	<b>Site Wall Permit Application Form</b> To be submitted by contractors or property owners applying to construct a site retaining wall exceeding four (4) feet in height.
Page 14	<b>Demolition Permit Application Form</b> To be submitted by persons applying to demolish a whole building, portion of a building, or the interior portion of a building.
Page 15	<b>Electrical Permit Application Form (Residential)</b> To be submitted by a Georgia Licensed Electrical Contractor, or a homeowner who will actually be performing electrical work on their own personal residence.
Page 16	<b>Mechanical Permit Application Form (Residential)</b> To be submitted by a Georgia Licensed Mechanical (HVAC) Contractor, or a homeowner who will actually be performing mechanical work on their own personal residence.
Page 17	<b>Low Voltage Permit Application Form (Residential)</b> To be submitted by a Georgia Licensed Low Voltage (Phone, Data, Security, CATV) Contractor or a homeowner actually be performing low voltage work on their own personal residence.
Page 18	<b>Plumbing Permit Application Form (Residential)</b> To be submitted by a Georgia Licensed Plumbing Contractor, or a homeowner who will actually be performing plumbing work on their own personal residence.
Page 19	<b>Authorized Permit Agent Form</b> To be submitted when the person pulling the permit is not the actual qualifying agent for the licensed contractor.
Page 20	<b>Affidavit of Homeowner Acting as a General Contractor</b>

# CITY OF ALPHARETTA WATER CONSERVATION RESIDENTIAL FIXTURE SCHEDULE

Location	Fixture	Make	Model	Flow
Master Bath	Water Closet Tank			
	Water Closet Bowl			GPM
	Lavatory 1 Faucet			GPM
	Lavatory2 Faucet			GPM
	Showerhead 1			GPM
	Showerhead 2			GPM
Powder Room	Water Closet Tank			
	Water Closet Bowl			GPM
	Lavatory Faucet			GPM
				GPM
Additional Bath	Water Closet Tank			
	Water Closet Bowl			GPM
	Lavatory 1 Faucet			GPM
	Lavatory 2 Faucet			GPM
	Showerhead 1			GPM
Additional Bath	Water Closet Tank			GPM
	Water Closet Bowl			
	Lavatory Faucet			GPM
	Showerhead			GPM

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Contractor: \_\_\_\_\_

Building Permit Number (Plans Examiner Assigned): \_\_\_\_\_

## SUBMIT FIXTURE SCHEDULE AT TIME OF BUILDING PERMIT APPLICATION

### A COPY OF STAMPED APPROVED SCHEDULE MUST BE KEPT ON JOB SITE

If fixtures shown are not on nationally published lists of high-efficiency fixtures, contractor shall furnish technical data to show fixtures do not exceed maximums: Water closets 1.3 gallons per flush, lavatories 1.5 gallons per minute, showerheads 2.0 gallons per minute. If you do not choose to use the "high-efficiency fixture" method, submit engineered calculations for alternate method.

City of Alpharetta Community Development Department, Inspections & Codes Enforcement Division  
287 South Main Street, Alpharetta, Ga. 30009 Tel: 678-297-6080 Fax: 678-297-6081  
Revised: January 1, 2012

**AFFIDAVIT - COMPLIANCE WITH GEORGIA STATE ENERGY CODE (IECC)**  
2009 IECC with 2011, 2012 Georgia State Supplements and Amendments for Residential Dwellings  
ALPHARETTA GEORGIA - INSPECTIONS & CODES ENFORCEMENT DIVISION

**NOTICE: This form must be completed, signed and submitted at the time of permit application.**

BUILDING PERMIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_  
JOB SITE ADDRESS: \_\_\_\_\_  
CONTRACTOR/BUILDER: \_\_\_\_\_

The 2009 International Energy Conservation Code, published by the International Codes Council, when used in conjunction with the Georgia State Supplements and Amendments, shall constitute the official Georgia State Energy Code for Buildings. This Code establishes minimum regulations for energy-efficient design, erection, construction, and/or alteration of all buildings. Compliance with this Energy Code by designers and builders is mandatory. All items shall be completely filled out.

**Note: IECC Table 402.1.1, RECA Compliance Guide, and IECC Table 402.1.4 values are on the back of this form.**

I/we do certify by signature below that the above permitted structure shall be built in compliance to the Georgia State Energy Code using one of the following methods:

- ☐ **GA TABLE 402.1.1 INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT** (Alpharetta = Climate Zone 3).  
☐ **RECA IECC Compliance Guide for Homes in Georgia** based on Georgia Amendment **Table 402.1.1** (Climate Zone 3).  
☐ **RESCheck See:** Georgia Amended **Table 402.1.4** for minimum R-values and maximum U-factors/SHGC allowed in RESCheck.  
☐ **IECC Section 405 Simulated Performance Alternative** using: **REMRate, Energy Gauge** as approved software programs.

**The following are additional requirements of the 2009 Energy Code as amended by the State of GA:**

- ☒ Heating and cooling sized per ACCA Manual J and Duct Design per ACCA Manual D with R-8 Ducts in attics (required).  
☒ A permanent certificate per **GA Supplement to IECC 401.3** shall be readily accessible and shall be posted on or near the electrical distribution panel or air handler – See Georgia State Supplements and Amendments Appendix D.  
☒ Air Barriers installed on all vertical sides of insulation, except behind tubs/showers & fireplace chase, where restrained.  
☒ Air barrier at eaves to prevent “wind washing.”

**Indicate with an “x” the following applicable items:**

- ☐ Pull down/disappearing stairs in conditioned space weather stripped and U-0.20 (R-5 minimum) see: GA Amendment **402.2.3**.  
☐ Scuttle Hole in conditioned space to attic U-0.05 (R-19) See GA Amendment **402.2.3 Fenestration access hatches & doors**.  
☐ Unvented/sealed crawl space complies with Georgia State Supplements and Amendments **402.2.9 - Crawl space walls**.

**List R-value for:** Flat Ceiling R=\_\_\_\_; Sloped Ceiling R=\_\_\_\_; Wall Cavity R=\_\_\_\_ Exterior Sheathing R=\_\_\_\_  
Mass Wall (Min. R-5) R=\_\_\_\_ Attic Knee Wall (Min. R-18) R=\_\_\_\_; Floor over unconditioned space (Min. R-19) R=\_\_\_\_  
Floor over outside air (Min. R-30) R=\_\_\_\_ Basement conditioned? \_\_\_\_Y \_\_\_\_N Slab-on-grade? \_\_\_\_Y \_\_\_\_N  
Window U-factor from manufacturer NFRC Label: \_\_\_\_\_; Window SHGC from manufacturer NFRC Label: \_\_\_\_\_  
Heating Efficiency % \_\_\_\_; Cooling Efficiency SEER \_\_\_\_ Duct Insulation \_\_\_\_\_

Comments: \_\_\_\_\_

SIGNATURE (ORIGINAL) \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ DATE: \_\_\_\_\_

City Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Alpharetta Residential 2012 IECC Compliance Tables

## 2009 IECC Table 402.1.1 – 2012 Georgia Amended

CLIMATE ZONE	Fenestration U-factor	Skylight U-factor	Glazed Fenestration SHGC	Ceiling R-value	Wood Frame Wall R-value	Attic Knee Wall R-value	Mass Wall R-value	Duct R-value	Floor R-value	Basement Wall R-value	Slab R-value & Depth	Sealed Crawl Space Wall R-value
3	0.65	0.65	0.30	R-30 or U-0.030	R-13 or U-0.082	R-18 or U-0.065	R-5 / R-8 or U-0.141	R6 / 8	R-19 or U-0.047	R-5 / 13 or U-0.136	0	R-5 / R-13 or U-0.136

## RECA Table of IECC Building Envelope Requirements for Alpharetta

WINDOWS AND INSULATION AND DUCTWORK										FOUNDATION TYPE		
CLIMATE ZONE	Window U-Factor	Skylight U-Factor	Window & Skylight SHGC	Ceiling R-value	Wood Frame Wall R-value	Attic Knee Wall R-value	Mass Wall R-value	Duct R-value	Floor R-value	Basement Wall R-value	Slab R-value	Sealed Crawl Space Wall R-value
3	0.65	0.65	0.65	R-30	R-13	R-18	R-5 / 8	R-6 / 8	R-19	R-5 / 13	R-0	R-5 / 13

Notes Applicable to IECC Table 402.1.1 and RECA Table.

1. R-Values are Minimum and U-Factors are Maximum. – Alpharetta is in IECC Climate Zone 3.
2. Vault Ceiling R-30 may be accomplished by framing vault with 2x8 rafters, with 2x2 furl-down stripping on underside of rafter and covered by air-barrier.
3. Attic Knee Wall R-18 may be accomplished by R-19 insulation compressed into 2x6 wall, with approved air-barrier on both sides of wall. (Tyvek, Thermoply, plywood, etc.)
4. Supply & Return Ducts must be insulated to minimum R-8 in attics & exterior of dwelling. Other ducts outside building envelope must be insulated minimum R-6.
5. Floor insulation must be installed to maintain permanent contact with the underside of the subfloor decking and insulation ends must be blocked.
6. Floors over outside air must be insulated to R-30.
7. Basement Wall & Sealed Crawl Space Wall R-values: R-5 applies to Concrete/CMU walls above & below grade and R-13 applies to wood stud wall cavities & band boards.
8. Vertical wall interior insulation must be restrained behind tubs, showers, fireplaces and at unfinished basement walls.

## Georgia Amendments to Table 402.1.4 – Summary of Minimum Insulation R-Values & Maximum U-Factors for Envelope Components.

Use this Table for REScheck Approved Software Program and Attach Compliance Report at Permit Application.

ELEMENT	MODE	MINIMUM R-VALUE or MAXIMUM U-FACTOR
Walls Stud	Heating or Cooling	R-13
Walls Concrete / CMU – Above / Below Grade *	Heating or Cooling	R-5
Attic Knee Walls *	Heating or Cooling	R-18
Ceilings with Attic Space	Heating or Cooling	R-30
Air-permeable Roofline Installed Insulation *	Heating or Cooling	R-19
Air-impermeable Roofline Installed Insulation *	Heating or Cooling	R-19
Floor over Unheated Spaces	Heating or Cooling	R-13
Windows	Heating or Cooling	Maximum U-0.65 & Maximum SHGC = 0.40

\* See Notes in Georgia Amendments Table 402.1.4

# IECC BUILDER CHECKLIST

Permit # \_\_\_\_\_ Address: \_\_\_\_\_ Lot # \_\_\_\_\_

☐New ☐Addition ☐Renovation ☐Basement Finish Builder: \_\_\_\_\_

Ceilings	R-Value/U-Factor	Entry or N/A
Attic Access Insulation - Minimum R-3	List R-Value	
Flat Ceiling Insulation – Minimum R-30	List R-Value	
Sloped Ceiling Insulation – Minimum R-19 – UA Trade Off Calculations Required.	List R-Value	
Walls		
Cavity Insulation – Minimum R-13	List R-Value	
Insulated Sheathing (Leave blank for OSB, Plywood, Etc.)	List R-Value	
Attic Kneewall Insulation - Minimum R-18 - Air barrier on attic side required.	List R-Value	
Fenestration		
Window U-Factor (from label) Max = U-0.65	List U-Factor	
Window SHGC (from label) Max = 0.40	List SHGC	
Skylight U-Factor (from label)	List U-Factor	
Skylight SHGC (from label) Max = 0.40	List SHGC	
Door U-Factor	List U-Factor	
Foundations		
Floor Insulation above basement floor – Minimum R-19, when basement walls not insulated.	List R-Value	
Basement Wall Insulation – Minimum R-13, when floor above not insulated or when finished.	List R-Value	
Mass Wall Insulation – Minimum R-5 @ exposed CNC/MAS walls	List R-Value	
Vented Crawl Space:		
Closed Crawl Space:		
Air Leakage		
Windows		
Doors		
Sole Plate		
Tubs/Showers		
Can Lights		
Other Penetrations		
Heating / Cooling Efficiency & Ventilation		
Gas or Propane Furnace - minimum 78% AFUE	List AFUE	
Air Conditioner – minimum 13 SEER	List SEER	
Heat Pump - minimum 7.7 HSPF	List HSPF	
Duct Insulation – Minimum R-8 in unconditioned areas – R-6 in	List R-Value	
Ducts Sealed with mastic or code approved tape.	List Method	
Air Intakes & Exhausts installed with dampers.		

# ALPHARETTA ENERGY CODE COMPLIANCE CERTIFICATE

Building Permit No.		Date:	
Builder:		Office Tel Number:	
Insulation Co.:		Office Tel Number:	
Heating & Air Co.:		Office Tel Number:	
<b>Building Envelope Information</b>			
Flat Ceiling R-value:		Sloped / Vault Ceiling R-value:	
Exterior Wall R-value:			
Attic Knee Wall R-value:		Attic Knee Wall Sheathing R-value:	
Basement Stud Wall R-value:		Basement Mass Wall R-value:	
Sealed Crawlspace Stud Wall R-value:		Sealed Crawlspace Mass Wall R-value:	
Floor over Unconditioned Space R-value:		Floor over Air R-value:	
Other Insulation:			
Window U-Factor:		Window SHGC:	
Skylight U-Factor:		Skylight SHGC:	
Glazed Door U-Factor:		Opaque Door (< 50% glazed) U-Factor:	
<b>Mechanical Summary</b>			
Water Heater Installed By:			WH Size:
WH Gas:	Energy Factor:	WH Electric:	Energy Factor:
Other (Explain):			Energy Factor:
Number of Heating & Cooling Systems:		Number of Air Handlers:	
Heating Gas:	AFUE:	Air Source Heat Pump:	HSPF:
Heat Other (Explain):		Efficiency:	
Cooling System Type:		Direct Expansion, Heat Pump, Geothermal, Etc.	SEER:
Total House Heating Load:	Btu/h	Based on ACCA Manual J: or:	
Total House Cooling Load:	Btu/h	Based on ACCA Manual J: or:	
Cooling Sensible Load:	Btu/h	Cooling Latent Load:	Btu/h
Heating & Cooling Load Calculations Performed By (Name):			
Georgia State License Number or P.E. Registration Number:			

**THIS CERTIFICATE MUST BE POSTED ON / NEAR  
THE ELECTRICAL PANEL OR AIR HANDLER AT FINAL INSPECTION**



## EXAMPLE IECC COMPLIANCE CERTIFICATE

Building Permit No. <b>B08-1234</b>		Date: <b>January 30, 2008</b>	
Builder: <b>ABC Contractors, Inc.</b>		Office Tel Number: <b>678-297-6080</b>	
Insulation Co.: <b>ABC Insulation Co.</b>		Office Tel Number: <b>678-297-6081</b>	
Heating & Air Co.: <b>ABC Mechanical, Inc.</b>		Office Tel Number: <b>678-297-6082</b>	
<b>Building Envelope Information</b>			
Flat Ceiling R-value: <b>R-30</b>		Sloped / Vault Ceiling R-value: <b>R-30</b>	
Exterior Wall R-value: <b>R-13</b>			
Attic Knee Wall R-value: <b>R-15</b>		Attic Knee Wall Sheathing R-value: <b>R-3</b>	
Basement Stud Wall R-value: <b>R-13</b>		Basement Mass Wall R-value: <b>R-5</b>	
Sealed Crawlspace Stud Wall R-value: <b>N/A</b>		Sealed Crawlspace Mass Wall R-value: <b>N/A</b>	
Floor Over Unconditioned Space R-value: <b>R-19</b>		Floor Over Air R-value: <b>R-30</b>	
Other Insulation: <b>R-8 Insulation Jacket at Water Heater</b>			
Window U-Factor: <b>U-0.45</b>		Window SHGC: <b>0.25</b>	
Skylight U-Factor: <b>U-0.55</b>		Skylight SHGC: <b>0.35</b>	
Glazed Door U-Factor: <b>U-0.35</b>		Opaque Door (< 50% glazed) U-Factor: <b>U-0.30</b>	
<b>Mechanical Summary</b>			
Water Heater Installed By: <b>ABC Plumbing</b>			WH Size: <b>50 gal.</b>
WH Gas: <b>X</b>	Energy Factor: <b>7.5 from yellow tag</b>	WH Electric:	Energy Factor:
Other (Explain):			Energy Factor:
Number of Heating & Cooling Systems: <b>2</b>		Number of Air Handlers: <b>2</b>	
Heating Gas: <b>X</b>	AFUE: <b>80%</b>	Air Source Heat Pump:	HSPF:
Heat Other (Explain):		Efficiency:	
Cooling System Type: <b>DX</b>		Direct Expansion, Heat Pump, Geothermal, Etc.	SEER: <b>13</b>
Total House Heating Load:	<b>57,144</b> Btu/h	Based on ACCA Manual J: <b>X</b> or:	
Total House Cooling Load:	<b>45,737</b> Btu/h	Based on ACCA Manual J: <b>X</b> or:	
Cooling Sensible Load:	<b>33,537</b> Btu/h	Cooling Latent Load:	<b>12,200</b> Btu/h
Total Air Handler CFM	<b>1,526</b>	Based Upon Design / Calculations	
Heating & Cooling Load Calculations Performed By (Name): <b>Joe Public</b>			
Georgia State License Number or P.E. Registration Number: <b>CN0007812</b>			

**THIS CERTIFICATE MUST BE POSTED ON / NEAR  
THE ELECTRICAL PANEL OR AIR HANDLER AT FINAL INSPECTION**

## BUILDING PERMIT & PLAN LOG IN CHECK-OFF FORM

To help save you time when submitting applications for residential building permits, Building Plan Review has developed this form for your use. This is where you summarily tell us about your construction.

Please fill in all blanks and check all appropriate boxes for each of your construction projects.

Permits cannot be processed without this form first being completed and signed by applicants.

Project Type?    ☐ New Construction                      ☐ Addition                      ☐ Interior Finish Only                      ☐ Demolition Only

Project Street Address: \_\_\_\_\_

Printed Name of Person Submitting Application: \_\_\_\_\_

Applicant is:    ☐ Owner/Agent                      ☐ Contractor/Agent                      Telephone No: \_\_\_\_\_

Y   N   N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed City building permit application form included?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | City Engineering Department approved Land Disturbance Permit ('Pink Card') included?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Georgia Energy Code Compliance Report? (Applies to all new dwellings and dwelling additions)            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) Site Development Plans included, drawn to a minimum scale of 1" = 30' ?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans locate all property lines, setbacks, easements, buffers, and drainage structures?            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans locate all existing and proposed buildings or structures, and their footprints?              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans locate all existing and proposed elevated decks, steps, walks, drives, & retaining walls?    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plans show no encroachment of any setbacks, easements, or buffers?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) Building Plan included, drawn no smaller than 1/8" = 1' scale?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plans include dimensioned floor plan for each level to be improved?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show listing of use of each room to be improved? (living room, kitchen, etc.)               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show location and size of all doors, windows, and openings between rooms?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show location of water heaters, electrical panels, Furnaces / AC equipment?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans show location of toilets, lavatory sinks, tubs, showers, kitchen & other sinks?             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans shows location of major appliances, cabinets/tops, and other built-in items?                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Foundation plans included showing location & structural details of footings, slabs, walls, etc.?        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Framing plans included showing location and structural details of floors, walls, ceilings, and roofs?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plan shows side elevation views of exterior walls, with door/window, deck, stairs located?     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plan shows side elevations and top plan view of roof, showing roof pitch for each section?     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building plan notes type and R-Rating of all exterior wall, floor, and roof insulation to be installed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fulton County Sewer Permit (Tap) Receipt Included? (applies to all new/moved dwellings)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | City Impact Fee Receipt Included? (applies to all new/moved dwellings)                                  |

For information regarding encroachment of any site easement, please call the following as applicable.

*Storm Drainage Encroachment: 678-297-6200*

*Sanitary Sewer Encroachment: 404-730-7500*

*Setback Encroachment Variance: 678-297-6070*

*Buffer Encroachment Variance: 678-297-6070*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# NEW CONSTRUCTION BUILDING PERMIT APPLICATION FORM

**DOES NOT APPLY TO INTERIOR FINISH ONLY, DEMOLITION OR POOL PERMITS**

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on City codes compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and, if same is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

**ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES - PLEASE PRINT LEGIBLY**

Application Date: \_\_\_\_\_ Applicant is: ☐ Owner / Agent ☐ Contractor / Agent

## PROPERTY INFORMATION

Work Site Is: ☐ Single Family Dwelling ☐ Duplex ☐ Townhouse Dev. Permit No.: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Subdivision? ☐ No ☐ Yes - Subdivision Name: \_\_\_\_\_ Lot No. \_\_\_\_\_

City Zoning District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_

Front Setback: \_\_\_\_\_ ft. Left Side Setback: \_\_\_\_\_ ft. Right Side Setback: \_\_\_\_\_ ft. Rear Setback: \_\_\_\_\_ ft.

☐ Public Sewer ☐ Private Sewer Sewer Permit No: \_\_\_\_\_ City Impact Fee Receipt No: \_\_\_\_\_

☐ Flood Plain Lot - Low Floor Elev.: \_\_\_\_\_ MSL - Note: FEMA Elevation Letter Required Prior To Framing.

## PEOPLE INFORMATION

Property Owner: \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor: \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Reg. No. \_\_\_\_\_ Where Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

## WORK INFORMATION

Work is: ☐ New Home ☐ Addition ☐ Detached Garage ☐ Accessory Structure

Briefly Describe Work: \_\_\_\_\_

Height: \_\_\_\_\_ ft. No. Stories: \_\_\_\_\_ Max Live Load / FL: \_\_\_\_\_ psf. Const. Type: ☐ 5A ☐ 5B ☐ Other \_\_\_\_\_

Foundation is: ☐ Slab-on-Grade Foundation ☐ Crawlspace Foundation ☐ Basement Foundation

☐ Engineered Floor Framing System ☐ Engineered Roof/Ceiling Framing System ☐ Conventional Framing

Heated Sqft. \_\_\_\_\_ Unfinished Basement Sqft. \_\_\_\_\_ Finished Basement Sqft. \_\_\_\_\_

Decks Sqft. \_\_\_\_\_ Porches Sqft. \_\_\_\_\_ Garage Sqft. \_\_\_\_\_

Associated Work? ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Low Voltage

Applicant Printed Name: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

# INTERIOR REMODEL & BASEMENT FINISH BUILDING PERMIT APPLICATION FORM

**DOES NOT APPLY TO WORK THAT CHANGES EXTERIOR WALLS OR ROOF LINES**

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on City codes compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and, if same is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

**ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES - PLEASE PRINT LEGIBLY**

Application Date: \_\_\_\_\_ Applicant is: ☐ Owner / Agent ☐ Contractor / Agent

## PROPERTY INFORMATION

Work Site Is: ☐ Single Family Dwelling ☐ Townhouse ☐ Duplex

Project Street Address: \_\_\_\_\_

Subdivision? ☐ No ☐ Yes - Subdivision Name: \_\_\_\_\_ Lot No. \_\_\_\_\_

## PEOPLE INFORMATION

**Property Owner:** \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Reg. No. \_\_\_\_\_ Where Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

## WORK INFORMATION

Work is: ☐ Basement Finish ☐ Garage Finish ☐ Interior Remodel ☐ Other: \_\_\_\_\_

Briefly Describe Work: \_\_\_\_\_

Work Area Height: \_\_\_\_\_ ft. Work Area No. Stories: \_\_\_\_\_

Foundation is: ☐ Slab-on-Grade ☐ Crawlspace ☐ Basement ☐ Other; \_\_\_\_\_

Heated Sqft. \_\_\_\_\_ Unheated Sqft. \_\_\_\_\_

Associated Work? ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Low Voltage

Applicant Printed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

## SITE WALL PERMIT APPLICATION FORM

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on City codes compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and, if same is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

**ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY**

Application Date: \_\_\_\_\_ Applicant is: ☐ Owner / Agent ☐ Contractor / Agent  
City LDP No.: \_\_\_\_\_ City Impact Fee Rcpt No: \_\_\_\_\_

### PROPERTY INFORMATION

Project Street Address: \_\_\_\_\_  
City Zoning District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_  
Front Setback: \_\_\_\_\_ ft. Left Side Setback: \_\_\_\_\_ ft. Right Side Setback: \_\_\_\_\_ ft. Rear Setback: \_\_\_\_\_ ft.

### PEOPLE INFORMATION

**Property Owner:** \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Reg. No. \_\_\_\_\_ Where Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

### WORK INFORMATION

**Project Name:** \_\_\_\_\_  
Briefly Describe Work: \_\_\_\_\_  
Associated Work? ☐ Electrical ☐ Plumbing ☐ Other: \_\_\_\_\_

**Construction Valuation for Calculating Permit Fees** \_\_\_\_\_

**Note:** Block & Wood wall construction, where using dead-man, geo-grid, or similar stabilization methods, are subject to **IBC Chapter 17 – Special Inspections** provisions. Submit Inspector Credentials for Building Official review at plan review submission.

Applicant Printed Name: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

# DEMOLITION PERMIT APPLICATION FORM

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on City codes compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and, if same is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

**ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES - PLEASE PRINT LEGIBLY**

Application Date: \_\_\_\_\_ Applicant is: ☐ Owner / Agent ☐ Contractor / Agent

☐ Interior Demolition Only ☐ Exterior Demolition **Ga. DNR Abatement Contractor No.** \_\_\_\_\_  
(DNR Contact No. – 404-363-7026)

**Note:** If demolition includes clearing buildings / structures from site, DNR/EPD clearance is required. All existing septic tanks must be pumped & broken to permit drainage or removed & hauled off site. All wells/cisterns must be filled & safely capped.

## PROPERTY INFORMATION

Project Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City Zoning District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_

## PEOPLE INFORMATION

**Property Owner:** \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Reg. No. \_\_\_\_\_ Where Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

## WORK INFORMATION

**Project Name:** \_\_\_\_\_

Briefly Describe Work: \_\_\_\_\_

☐ Whole Building Demolition – Fee = \$300.00 ☐ Partial / Interior Building Demolition – Fee = \$200.00

List Accessory Structures Included in Demolition: \_\_\_\_\_

Associated Work? ☐ Electrical ☐ Plumbing ☐ Gas ☐ Other: \_\_\_\_\_

Remarks: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

City of Alpharetta Community Development Department, Inspections & Codes Enforcement Division  
287 South Main Street, Alpharetta, Ga. 30009 Tel: 678-297-6080 Fax: 678-297-6081  
Revised: January 1, 2012

# ELECTRICAL PERMIT APPLICATION

City of Alpharetta  
287 South Main Street  
Alpharetta, GA 30009  
Telephone: 678-297-6080



TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition / alteration / replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
GENERAL INFORMATION	
<input type="checkbox"/> Residential 1&2 Family Dwelling / Townhouse	<input type="checkbox"/> Commercial or Multi-Family
General Contractor:	Building Permit No:
JOB SITE INFORMATION AND LOCATION	
Job Site Address:	
City / State / Zip:	
Suite / Building / Apt. No:	Project Name:
Subdivision:	Lot Number:
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT	
Name:	
Work Site Street Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
<input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTACT PERSON	
Business Name:	
Contact Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
E-mail:	
Applicant Signature:	
Print Name:	
CONTRACTOR	
Business Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
Business Registration Number:	
Georgia Card Number:	Expires:
Card Holder Signature:	
Print Name:	
Application Date:	Revised: January 1, 2012

FEE SCHEDULE			
<b>Whole House / Apt. / Condo Electrical system fees</b>			
shall apply to each separate Single Family Dwelling Unit or Apt. / Condo Unit. <b>Fee = \$100.00</b>			
<b>Total Units: x \$100.00 =</b>			
* COMMERCIAL *			
Description	Qty	Ea.	Total
Temporary Power Pole		\$50.00ea.	
0-400A Service System		\$75.00ea.	
401-1000A Ser. System		\$100. ea	
1001A + Ser. System		\$125. ea	
Transformers		\$5.00 ea.	
Motors		\$5.00 ea.	
Equipment Disconnects		\$4.00 ea.	
Wall Outlets		\$1.00 ea.	
Switches		\$1.00 ea.	
Light Fixtures		\$1.00 ea.	
PIU & VAV		\$5.00 ea.	
Exhaust Fans		\$5.00 ea.	
Swimming Pools		\$50.00ea.	
Sign Electrical		\$50.00 ea	
Other:			
* RESIDENTIAL *			
Description	Qty	Ea.	Total
Temporary Power Pole		\$25.00ea.	
0-200A Additional Panel		\$40.00ea.	
Service Change-Out			
0-200A Service Panel		\$50.00ea.	
Wall Outlets		\$1.00 ea.	
Switches		\$1.00 ea.	
0-200A Additional Panel		\$40.00ea.	
Light Fixtures		\$1.00 ea.	
Ceiling Fans		\$5.00 ea.	
Exhaust Fans		\$5.00 ea.	
Appliance / Equipment		\$5.00 ea.	
Swimming Pool		\$50.00ea.	
Basement Finish		\$50.00ea.	
Other:			
ELECTRICAL PERMIT FEES			
<b>Subtotal:</b>			
Minimum Permit Fee: \$50.00			
<b>TOTAL PERMIT FEE</b>			

# MECHANICAL PERMIT APPLICATION

City of Alpharetta  
287 South Main Street  
Alpharetta, GA 30009  
Telephone: 678-297-6080



TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition / alteration / replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
GENERAL INFORMATION	
<input type="checkbox"/> Residential 1&2 Family Dwelling/Townhouse <input type="checkbox"/> Commercial or MultiFamily	
General Contractor:	Building Permit No:
JOB SITE INFORMATION AND LOCATION	
Job Site Address:	
City / State / Zip:	
Suite / Building / Apt. No:	Project Name:
Subdivision:	Lot Number:
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT	
Name:	
Work Site Street Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
<input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTACT PERSON	
Business Name:	
Contact Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
E-mail:	
Applicant Signature:	
Print Name:	
CONTRACTOR	
Business Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
Business Registration Number:	
Georgia Card Number:	Expires:
Card Holder:	
Card Holder Signature:	
Print Name:	
Application Date:	Revised: January 1, 2012

FEE SCHEDULE			
<b>Whole House / Apt. / Condo</b> HVAC single system fees shall apply to each separate Single Family Dwelling Unit or Apt. / Condo Unit. <b>Fee = \$100.00</b>			
Total Units: x \$100.00 =			
* COMMERCIAL *			
Description	Qty	Ea.	Total
Additional AC System		\$2.00/ton	
0-5 Ton Single System		\$50.00 ea.	
PTAC Unit		\$50.00 ea.	
Split System		\$50.00 ea.	
Heat Sys. 0-150M Btu.		\$75.00 ea.	
Additional Heat Sys.		\$.50M btu	
Unit heaters (fuel type) in-wall, duct, suspended		\$0.20/Mbu	
PIU & VAV Units		\$5.00 ea.	
Ductwork Systems		\$50.00 ea.	
Chiller / Refrig. Unit		\$50.00 ea.	
Type 1&2Commercial Hood Systems		\$2.00 sq.ft	
Inlet/Exhaust Air Sys.		\$0.02 /cfm	
Clothes Dryer Exhaust		\$5.00 ea.	
Smoke/Fire Dampers		\$4.00 ea.	
Other:			
* RESIDENTIAL *			
Description	Qty.	Ea.	Total
Additional HVAC Sys.			
0-5 Ton Single Sys.		\$50.00 ea.	
Space Heater 0-150M		\$25.00 ea.	
Exhaust/Dryer Vent		\$5.00 ea.	
Misc. Ductwork Sys.		\$50.00 ea.	
Furnace-Replace		\$50.00 ea.	
Compressor -Replace		\$50.00 ea.	
Smoke / Fire Damper		\$4.00 ea.	
Fuel Gas Outlet		\$5.00 ea.	
Basement Finish		\$50.00 ea.	
Other:			
*MECHANICAL PERMIT FEES*			
Subtotal:			
Minimum Permit Fee: \$50.00			
TOTAL PERMIT FEE			



# LOW VOLTAGE PERMIT APPLICATION

City of Alpharetta  
287 South Main Street  
Alpharetta, GA 30009  
Telephone: 678-297-6080



TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition / alteration / replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
GENERAL INFORMATION	
<input type="checkbox"/> Residential 1&2 Family Dwelling / Townhouse <input type="checkbox"/> Commercial or Multi-Family	
General Contractor:	Building Permit No:
JOB SITE INFORMATION AND LOCATION	
Job Site Address:	
City / State / Zip:	
Suite / Building / Apt. No:	Project Name:
Subdivision:	Lot Number:
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT	
Name:	
Work Site Street Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
<input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTACT PERSON	
Business Name:	
Contact Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
E-mail:	
Applicant Signature:	
Print Name:	
CONTRACTOR	
Business Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
Business Registration Number:	
Georgia Card Number:	Expires:
Card Holder Signature:	
Print Name:	
Application Date:	Revised: January 1, 2012

FEE SCHEDULE			
<b>Whole House / Apt. / Condo Low Voltage system fees</b>			
shall apply to each separate Single Family Dwelling Unit or Apt. / Condo Unit. <b>Fee = \$100.00</b>			
Total Units: _____ x \$100.00 = _____			
* COMMERCIAL *			
Description	Qty	Ea.	Total
Telephone System			
Includes 1 - 20 Outlets		\$50.00 ea.	
Additional Phone Outlets		\$1.00 ea.	
Data System			
Includes 1 - 20 Outlets		\$50.00 ea.	
Additional Data Outlets		\$1.00 ea.	
Security Systems			
Includes 1 - 20 Outlets		\$50.00 ea.	
Additional Security Outlets		\$1.00 ea.	
Fire Alarm System			
Includes 1 - 20 Outlets		\$50.00 ea.	
Additional Alarm Outlets		\$1.00 ea.	
CATV Systems			
Includes 1 - 20 Outlets		\$50.00 ea.	
Additional CATV Outlets		\$1.00 ea.	
Other:			
* RESIDENTIAL *			
Description	Qty	Ea.	Total
Phone System		\$50.00 ea.	
Data System		\$50.00 ea.	
Security System		\$50.00 ea.	
Fire Alarm System		\$50.00 ea.	
CATV System		\$50.00 ea.	
Basement Finish		\$50.00 ea.	
Other:			
LOW VOLTAGE PERMIT FEES			
<b>Subtotal:</b>			
Minimum Permit Fee: \$50.00			
<b>TOTAL PERMIT FEE</b>			

# PLUMBING PERMIT APPLICATION

City of Alpharetta  
287 South Main Street  
Alpharetta, GA 30009  
Telephone: 678-297-6080



TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition / alteration / replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
GENERAL INFORMATION	
<input type="checkbox"/> Residential 1&2 Family Dwelling / Townhouse <input type="checkbox"/> Commercial or MultiFamily	
General Contractor:	Building Permit No:
JOB SITE INFORMATION AND LOCATION	
Job Site Address:	
City / State / Zip:	
Suite / Building / Apt. No:	Project Name:
Subdivision:	Lot Number:
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT	
Name:	
Work Site Street Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
<input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTACT PERSON	
Business Name:	
Contact Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
E-mail:	
Applicant Signature:	
Print Name:	
CONTRACTOR	
Business Name:	
Address:	
City / State / Zip:	
Phone: ( )	Fax: ( )
Business Registration Number:	
Georgia Card Number:	Expires:
Card Holder:	
Card Holder Signature:	
Print Name:	
Application Date:	

FEE SCHEDULE			
<b>Whole House / Apt. / Condo Plumbing system fees</b>			
shall apply to each separate Single Family Dwelling Unit or Apt. / Condo Unit. <b>Fee = \$100.00</b>			
<b>Total Units: _____ x \$100.00 = _____</b>			
* COMMERCIAL & RESIDENTIAL *			
Description	Qty.	Ea.	Total
Toilet / Urinal		\$5.00 ea.	
Tub / Shower		\$5.00 ea.	
Additional 1/2 Bath		\$25.00 ea.	
Lavatory Sink		\$5.00 ea.	
Kitchen /Break Rm. Sink		\$5.00 ea.	
Bar / Medical Sink		\$5.00 ea.	
Laundry / Mop Sink		\$5.00 ea.	
Hose Bibb w/ VB		\$5.00 ea.	
Drinking Fountain		\$5.00 ea.	
Dishwasher		\$5.00 ea.	
Floor / Hub Drain		\$5.00 ea.	
Roof Drain		\$5.00 ea.	
Irrigation Meter		\$50.00 ea.	
Misc. Fixture / Outlet		\$5.00 ea.	
Fuel Gas Outlet		\$5.00 ea.	
Medical Gas Outlet		\$5.00 ea.	
Water Heater / Boiler		\$25.00 ea.	
Basement Finish		\$50.00 ea.	
Ejector / Sump Pump		\$25.00 ea.	
Water Wells		\$50.00 ea.	
Gray Water System		\$50.00 ea.	
Sewer Install / Repair		\$50.00 ea.	
Water Install / Repair		\$50.00 ea.	
Other:			
PLUMBING PERMIT FEES			
<b>Subtotal:</b>			
Minimum Permit Fee: \$50.00			
<b>TOTAL PERMIT FEE</b>			
* Grease Traps can not be permitted on this form. See Grease Trap Permit Application Form.			

# State Licensing Board for Residential and General Contractors

## Authorized Permit Agent Form

License verification by permitting office will be completed by visiting [sos.ga.gov/plb/](http://sos.ga.gov/plb/)

Licensed Contractor: \_\_\_\_\_ Individual \_\_\_\_\_ Qualifying Agent

Name of licensed person \_\_\_\_\_

\*Please attach a copy of Individual license or Company License (Reflects Company and qualifying agent license number)

License number of individual or qualifying agent: \_\_\_\_\_

Name of licensed company (if applicable) \_\_\_\_\_

License number of company (if applicable): \_\_\_\_\_

I, \_\_\_\_\_, hereby designate

Licensed Individual or Qualifying Agent

\_\_\_\_\_ to apply for and obtain the permit(s) for the

\*Please attach a copy of the authorized permit agent's driver's license.

### Project at:

\_\_\_\_\_

Street address

\_\_\_\_\_

Apartment or Suite Number

\_\_\_\_\_

City Zip Code

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and Swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent:

\_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature of Notary Public \_\_\_\_\_ (Seal)

**CITY OF ALPHARETTA**  
**AFFADAVIT OF HOMEOWNER ACTING AS GENERAL CONTRACTOR**

Address of Property \_\_\_\_\_ Date \_\_\_\_\_

Name of Homeowner \_\_\_\_\_

Work to be performed \_\_\_\_\_

(New house, basement finish, room addition, kitchen remodel, etc.)

I, homeowner of the subject property, will be acting as general contractor for work to be performed at this property. I will personally perform the work, or I will directly hire and pay the individual trades to perform the work, including framing, electrical, mechanical, plumbing, roofing, siding, drywall, painting, etc., as applicable. I will be personally providing direct supervision and management of all trades.

I will not hire or contract with any unlicensed individual or company to obtain, manage, or supervise the construction trades people because I understand that any person performing these management tasks must have a contractor's license under Georgia Law. I also recognize that if I contract with an unlicensed individual or company to perform work which, in Georgia, requires a contractor's license, such contract may be unenforceable under Georgia law. I further understand that knowingly representing that I will be homeowner/contractor for the purposes of obtaining a building permit, when in fact I will not be personally performing or managing the work, is a misdemeanor and may result in fines or other remedies of law.

I will personally perform the work, or I will directly hire and pay the following individuals or companies (as applicable), as itemized on the attached schedule.

**I, the undersigned, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents is true and correct.**

Signature \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary Public \_\_\_\_\_ (Seal)